Center for Educational Performance and Information (CEPI)

Helpful Hints to TSDL Reporting

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Introduction

This document presents helpful hints to Teacher Student Data Link (TSDL) reporting. Our intention with this document, is to provide Michigan Student Data System (MSDS) users with a helpful resource that can be used when reporting the TSDL Collection. The hints below provide basic information to topic areas that have posed questions in past TSDL reporting.

Helpful Hints

1. ## What is the TSDL Collection?

   The TSDL Collection links students and the teachers who provide instruction to them and is housed in the MSDS. Data reported in the collection reflect each student's performance in classes taken throughout the current academic year. These data will be used for Every Student Succeeds Act (ESSA) report cards and existing legislative reports.

2. ## When is the TSDL report due?

   Districts may submit student course information at any time during the year. However, all student course information must be submitted at the end of the TSDL Collection, which is due annually near the end of July. Migrant students in grades 9-12 are required to have coursework submitted in the TSDL Collection within 10 days of enrolling or exiting from a district.

3. ## What students are required in the TSDL report?

   As specified in an [April 21, 2016 memo from the Michigan Department of Education](#), districts are only required to report students in the following categories:
   - Migrant education participants (Grades 9-12)
   - Dual enrollment participants (Grades 9-12)
   - Early Middle College participants (Grades 9-12)
   - Advanced and accelerated learning
     - Advanced Placement participants (Grades 9-12)
     - International Baccalaureate participants (All Grades)
   - Virtual/online learning participants (All Grades)

   If your student fits into one of these categories, you must report every class the student took during the entire school year.

   If a student requiring TSDL submission exits your district during the school year, you are still required to submit applicable student data from the duration of their enrollment.

   Course information reported through the Career and Technical Education Information System (CTEIS) for state-approved CTE courses are not required to be

reported in TSDL. CEPI will obtain this data from CTEIS. However, any courses taken by a student that are not state approved CTE courses or are state approved CTE courses that are not reported in CTEIS must be submitted in the TSDL Collection.

For the 2016-17 TSDL Collection it is advised that districts report postsecondary CTE courses in both CTEIS and TSDL:

- Eligible entities must submit state approved CTE course information in CTEIS
- Eligible entities must submit students enrolled for postsecondary credit in TSDL with:
  - Course Type "07" or "10"
  - Subject Area Code "00"

If your district does not have students that fit into one of the five categories mentioned above, then your district does not have to submit a TSDL Collection.

4. How can I certify my TSDL Collection?

The TSDL Collection is submitted through an "Ongoing Certification" process, which means a new record can be certified at any time while the collection is open. This can be done by uploading new files to be certified or by manually adding students. If your student is already in the TSDL Collection and needs to have changes made, you can check the box for the student and then click "copy selected to staging." This creates a new record to be submitted and certified. The required components when submitting the TSDL Collection for a student are Submitting Entity, Personal Core, School Demographics and Student Course.

5. How to report College Credit and Credits Granted

Beginning with the 2016-17 TSDL Collection, the "College Credit" and "Credits Granted" characteristics in the Student Course component must be reported as follows for ALL dual enrollment courses:

"Credits Granted" refers to the amount of high school credits a student earns through completion of all or a portion of the course. Report a number from 0.00 to 9.99 representing the secondary (high school) level credit awarded.

"College Credit" refers to the amount of credit hours associated with the course. Report a number from 1 to 10 representing the number of credits assigned to each post-secondary (college) level course the student attempted.

"Credits Granted" and "College Credit" should both be reported if the student earns both high school and college credit for the course.

Business rule 252.572.1 (college credit can only be submitted when the course type is "10") has been changed to a warning so that the "College Credit" characteristic can be used to report all post-secondary credit, not just credit for 64b funding.

6. Having trouble selecting the required subgroups in your student information system?

The TSDL Collection will continue to allow submission of all student course history. TSDL student records that are not identified as one of the required student populations will not have the detailed data quality process applied. Only student course data in the five required student populations will be used for reporting and accountability purposes.

7. Reporting Migrant Education students

Migrant students in grades 9-12 are required to have coursework submitted in the TSDL Collection within 10 days of enrolling or exiting from a district. For all courses reported, you must include all the required characteristics in the Student Course Component. Additionally, you must report credits granted and a course grade. If the course was not fully completed or enrollment is ongoing, course grade and credits granted should be prorated for the period of participation. Once the course is completed, or the student is no longer enrolled in the course, update TSDL records with the final course grade and credits granted. To find Migrant eligible students, run the Migrant Student List from the General Reports.

Beginning in the 2017-18 school year, there will be two new characteristics for MSIX and ESSA reporting that will be required for Migrant students:

- MSIXCourseSectionID: This characteristic is required when reporting migrant students by educating entities when the Local Course ID alone cannot uniquely identify a given course.
- MSIXClockHours: This characteristic is required when reporting migrant students by educating entities. If a student's course has not been completed, the number of clock hours to date that the student has completed must be provided.

If you have any Migrant specific questions please contact Shereen Tabrizi with MDE: 517-373-8897, TabriziS@michigan.gov

8. Who are considered dual enrollment participants?

Any student who is participating in a course for which he/she may earn post-secondary (college) credits is considered a dual-enrollment participant. Generally, these courses are taught by a post-secondary instructor at an institution of higher education, such as a community college or university.

All courses for students participating in a dual enrollment are required to be reported. Report post-secondary courses with code "07" (Dual Enrollment/Early Middle College) or code "10" (64b Dual/Concurrent Enrollment Course) in the Course Type characteristic.

9. 64b Dual Enrollment Funding Incentive

Section 64b provides incentive funds for districts that support the attendance of district pupils enrolled in grades 9-12 who participate in postsecondary dual enrollment/concurrent enrollment courses.

For districts to claim eligible incentive funds, they must submit with course type "10" (64b Dual/Concurrent Enrollment Course) and contain both College Credit and Credits Granted (high school) in the Student Course component in the TSDL Collection. The incentives are as follows: One course per UIC per year, up to three credits at $10/credit; if the student successfully passes, an additional $30 will be applied with a max payment of $60 per student per year.

10. Reporting Virtual Learning courses

All courses taken during the school year by a student who participates in one or more virtual learning courses (including credit recovery courses), must be reported through TSDL. A virtual learning course is one taken through a computer-based or internet-connected environment in which students are separated from their teachers by time, location or both. A virtual course may be offered at a supervised school facility during the day as a scheduled class period or through self-scheduled learning where pupils have some control over the time, location and pace of their education.

Virtual learning courses are identified by including one of the following codes in the Virtual Method characteristic for the course record:

- **Blended Learning (BL)** – Instruction is provided through a combination of direct instruction and virtual/online instruction.
- **Digital Learning (DL)** – All or most of the course instruction is delivered through technology.
- **Online Course (OC)** – The course instruction is provided in an interactive learning environment where most of the curriculum is delivered through the internet.
- **Not Virtual (NV)** – The course does not include virtual instruction. (This code is provided to accommodate some student information systems.)

Full definitions of Virtual Methods are found on page 463 of the [2016-17 MSDS Collections Details Manual](#).

11. Reporting the Teacher of Record

A Teacher of Record (TOR) must be reported for each of the student's courses, including virtual learning courses. The TOR for a course must be certified and highly qualified in the subject area. They have responsibility for providing instruction and determining grades/evaluating student progress. The TOR may be employed by the student's local district or by the course provider, which may be another district or

virtual learning provider, such as [Michigan Virtual](). Some courses may have more than one TOR. You may report up to three teachers per course record. Only courses identified as dual enrollment (Course Type "07" or "10") may be reported without at least one TOR.

To report the TOR, include the teacher's Personnel Identification Code (PIC) in the PIC characteristic within the course record. PICs are assigned through the Registry of Educational Personnel (REP). Information on PICs and the REP is available on the [REP web page]().

12. Reporting Mentors in TSDL

A mentor is a professional employee of the district who monitors the pupil's progress, ensures the pupil has access to needed technology, is available for assistance, and ensures access to the teacher of record. A mentor may also serve as the teacher of record if the mentor meets the definition of a teacher of record.

Mentors should be reported using the Mentor PIC characteristic in the Student Course component for online or virtual courses. If the mentor is simply facilitating and not teaching the online course, he/she does not need to be certified or highly qualified in the subject; however, a teacher of record must be assigned to the student/course. NOTE: When a teacher is responsible for both the teacher of record and mentor roles, his/her PIC must be reported in both the PIC and Mentor PIC characteristics.

13. Reporting Advanced Placement (AP) 9-12 or International Baccalaureate (IB) students grades K-12

All courses for students participating in an advanced/accelerated learning program, such as Advanced Placement (AP) or International Baccalaureate (IB), are required to be reported. For the advanced courses, be sure to report the appropriate code in the Course Type characteristic.

14. Who are considered EMC participants?

Early Middle College (EMC) participants are students who attend an EMC school/program through which a student earns a high school diploma and either an associate's degree, professional/technical certification, up to 60 transferable college credits or the Michigan Early/Middle College Association (MEMCA) certificate.

When reporting EMC students taking post-secondary courses, they must be reported with code "07" in the Course Type characteristic in the Student Course Component in TSDL unless they are being reported for 64b funding. In that case, report code "10" in the Course Type characteristic.

EMC students are granted an additional year for the expected on-time graduation date and may be in grades 9-12.

EMC participants must be reported as code "3500" in the Program Participation component every time they are reported. The "3500" code is the trigger to changing the expected graduation year. Reporting an EMC student without code "3500," signals the system to revert to the original cohort year.

Students should be reported as participating in an EMC when they begin taking courses on an EMC education plan, but must be reported no later than the fall of their third year of high school (grade 11 or junior year).

15. How to report students taking summer courses

Students who take classes in the summer and fit into one of the five categories can be reported in the current school year or the following school year. If your student has not received a final grade by the TSDL certification deadline, report that course with an ongoing enrolled (OE) completion status. The course must then be resubmitted in the following school year's TSDL Collection with the previous school year in the "Academic Year" characteristic.

16. Entering the Completion Status

Before certifying your collection, please review your Completion Status for all courses. If a course has been entered in TSDL, please make sure the final Completion Status has been selected. All courses reported at any time in the school year with code "OE" need to be updated to show the final status of the courses. Please visit the Student Course Component section of the MSDS Collection Details Manual to learn more about the list of values and their descriptions to accurately report the correct Completion Status.

17. Update, add or remove TSDL courses

Update: To effectively update course data in the TSDL, the characteristics identifying a unique course MUST match. When a student record is submitted and certified for a unique course, the course information will UPDATE. The characteristics within the Student Course Component that are used to identify a unique course are: UIC, Operating District, Local Course ID, Course Section ID, Academic Year.

Add: If the original student course record submitted and the new record course submitted do not match EXACTLY, the original course will remain unchanged and a new course will be ADDED.

Remove: If the original student course is submitted in error, another record should be submitted with the "ER" (Submitted in Error) completion status. A new Student Course record can be submitted with the corrected information after the submission

of the "ER" record. Any course submitted with the "ER" completion status will not be used.

When multiple records have been reported for a unique course, the data reported in the most recently certified record will be used for all reporting purposes.

18. Assigning a unique course

Check your local Student Information System to make sure all individual classes have been assigned a unique Local Course ID and Course Section ID if they have the same associated SCED code. MSDS uses a combination of the UIC, Operating District, Local Course ID, Course Section ID and Academic Year to determine a unique course. Using a generic course ID may result in students being identified in a course that was unintended. Districts should use the National Center for Education Statistics (NCES) course code that best describes the class. If none of the specific course codes are appropriate, each subject area has an "Other" course code that may be used.

19. Additional TSDL Reporting and Contact Information

Additional information on TSDL reporting can be found on the CEPI MSDS Teacher Student Data Link (TSDL) page in the MSDS Collections Details Manual for the current school year.

CEPI Customer Support is available for general reporting questions by phone or email at 517-335-0505 x3, or CEPI@michigan.gov.

MDE Program Office Contacts are available for specific requirement questions:

- Migrant Education - Shereen Tabrizi: 517-373-8897, TabriziS@michigan.gov
- Dual Enrollment - Gregg Dionne: 517-241-7576, DionneG@michigan.gov
- Online/Virtual Learning - Michelle Ribant: 517-373-8480, RibantM@michigan.gov
- Advanced/Accelerated Learning (AP/IB) - Gregg Dionne: 517-241-7576, DionneG@michigan.gov